

FIELD MARKETING & MANAGEMENT, INC.

VAN PERSONNEL STATUS CHANGE

EMPLOYEE NAME: _____

CHANGE	NEW INFORMATION	EFFECTIVE DATE
Rate of Pay:		
Position:		
Van Number:		
Telephone Number:		
Address: Line 1		
Address: Line 2		
City/State/Zip Code		

RESIGNATION:

Why has this employee resigned?

What was the last day worked by this employee?

Do you recommend this employee for rehire?

TERMINATION THROUGH HUMAN RESOURCES

Why was this employee terminated?

What was the last day worked by this employee?

Property Return Checklist: Please check returned items

☐ Van Keys

☐ Uniform

☐ Materials

Damage Inspection:

☐ OK

☐ Pending

☐ N/A

Inventory Incentives:

☐ OK

☐ Pending

☐ N/A

Please Note All Items Not Returned:

PAYROLL ISSUES

Should this employee's final pay be held?

☐ Yes

☐ No

What amount, if any, should be held?

\$

Why should this employee's pay be held:

Number of days this employee worked in the final week?

Where should the final paycheck be sent?

☐ Market Manager

☐ Employee

Submitted By:

Print Name

Signature

Date

FAX COMPLETED FORM TO (312) 943-2140

FOR HUMAN RESOURCES ONLY:

Date Received:

2070826417